

# MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



## Career opportunity for GAIN and PPH Validation study

Muhimbili University of Health and Allied Sciences (MUHAS) on behalf of GAIN and PPH Validation study would like to invite qualified applicants to apply for the study positions as entailed herein below;

Job Title:	Project Manager and Study Medical Doctors
Reports to:	Principal Investigator
Location:	Muhimbili University of Health and Allied Sciences/ Tanzania

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### Summary

The Department of Obstetrics/Gynaecology of Muhimbili University of Health and Allied Sciences is conducting a study on Genetic Associations of Infertility in Africa. This hospital-based study will be done in six countries. In Tanzania, this study will be in Dar es Salaam. We aim to screen and enrol 1500 couples with infertility.

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### Study Project Manager - 1 Position

#### Main Duties

1. The overall project management and implementation of the GAIN Study activities, including establishing and maintaining linkages with participating hospitals, the advisory board and other stakeholders
2. Development of implementation plans and timelines for the delivery of key project activities and ensuring timely deliverables
3. Managing and maintaining an appropriate information log on all project activities by regulatory, ethical and quality requirements.
4. Coordinating and liaising with all facilities involved in the study on recruitment, flow and laboratory requirements
5. Ensuring timely reporting and documentation to improve relationships and accountability to all partners through quality reporting in consultation with the study administration.
6. Preparing and submitting a timely periodic programme narrative and financial reports by month and quarter to the study team, MUHAS and Sponsor.
7. Organising and documenting team meetings every month
8. Obtaining local approval(s) for the programme, and submitting amendments as necessary



9. Ensuring that the trial is conducted in accordance with the protocol, associated standard operating procedures, Good Clinical Practice (GCP) guidelines and local regulatory requirements
10. Maintain the Investigational Site File (ISF) and patient Case Report Form (CRF) files, ensuring that documentation is current and accurate
11. Close liaison with the local Finance Officer to manage the study budget from the Sponsor and to ensure payments are made promptly
12. Assist in site audits and monitoring visits carried out by regulatory authorities or the Sponsor
13. Assist with the maintenance of accountability records, including retaining oversight of intervention supply stock levels at the site
14. Maintain an up-to-date knowledge of information procedures to work to the requirements of Good Clinical Practice and local regulatory requirements
15. Demonstrate a continuous process of professional and personal development to develop one's own and others' skills and to be aware of changes in professional practice
16. Any other business in accordance with the requirements of the Unit.

## **Knowledge, Skills, Qualifications & Experience Required**

### ***Essential***

- Educated to at least Bachelor degree in Project Management or Implementation Science or any other relevant qualifications. Preferably with Postgraduate training.
- Minimum of one year's experience in project management, monitoring and evaluation and report writing
- Knowledge and understanding of research governance regulations, principles and guidelines, including Good Clinical Practice, patient confidentiality, etc
- Excellent communication and listening skills with the ability to communicate effectively on many levels (including via phone and email)
- Fluent in English (verbal and written)
- Must have experience working with multi- and interdisciplinary teams.
- Experience in people management
- Able to develop and acquire new skills as required
- Ability to delegate and work through others
- Very well organised, with good attention to detail
- Excellent time management skills with an ability to plan and prioritise
- Able to work independently, to prioritise their own workload to meet schedules and seek advice when necessary
- Computer literate and proficient in MS Office applications

### ***Desirable***

- Relevant postgraduate training on project management or implementation science
- Experience working in research
- Fluent in other local languages or dialects, if applicable
- Experience in clinical studies
- Experience working with a donor-funded project
- Experience working with the private sector

## **2. Study Medical Doctors – 2 Positions**

### **Main Duties**

1. Recruit study participants, assess eligibility, and enrol participants
2. Perform clinical assessments, laboratory and radiology processes on potential participants
3. Liaise with facilities and clinics to recruit and collect data



#### 4. Follow-up of participants for the required study period

### Knowledge, Skills, Qualifications & Experience Required

#### *Essential*

- A holder of a Doctor of Medicine (MD) degree interested in working in Women's Health and registered to practice
- Able to demonstrate a high level of clinical competency and professionalism.
- Knowledge of research governance regulations, principles and guidelines, including Good Clinical Practice, patient confidentiality. GCP Certification is highly recommended
- Self-motivated and energetic
- Excellent communication and listening skills with the ability to communicate effectively on many levels (including via phone and email)
- Fluent in English (verbal and written)
- Able to work with multi- and interdisciplinary teams.
- Experience in people management
- Able to develop and acquire new skills as required
- Very well organised, with good attention to detail
- Excellent time management skills with an ability to plan and prioritise
- Able to work independently, to prioritise their workload to meet schedules and seek advice when necessary
- Computer literate and proficient in MS Office applications

#### *Desirable*

- Experience in clinical studies
- Experience working with a donor-funded project
- Experience working with the private sector

### **Application Guidelines**

Qualified and interested applicants are required to send electronic application letters and current CVs describing their experience, qualifications and two reference contacts by email.

Emails should be sent to [fkaduma@gmail.com](mailto:fkaduma@gmail.com), copied to [naika.zain@gmail.com](mailto:naika.zain@gmail.com) and [gain.tanzania1@gmail.com](mailto:gain.tanzania1@gmail.com). The deadline of the application is 25<sup>th</sup> June, 2025. Applicants should indicate the job title they are applying for in the email.

***ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.***